

~~ADMINISTRATIVE -- INTERNAL USE ONLY~~

25 AUG 1986

Position Description
Position No. AB092
Secretary to the NIO/EUR, DCI
IS-04

This position is located in the Director of Central Intelligence's National Intelligence Council; its incumbent serves as secretary/office manager to the National Intelligence Officer for Europe and the Assistant NIO. The incumbent acts independently to ensure the smooth functioning of the office and the conformity of its work with administrative, security, and other regulations. The incumbent coordinates the Office's extensive contacts with senior representatives of the intelligence, foreign policy, and academic communities.

Primary Duties

1. Performs secretarial duties which include dictation/transcription, and telephone/receptionist services for the NIO for Europe and A/NIO.
2. Maintains the daily calendar of NIO and Assistant NIO with full authority to schedule/reschedule meetings, appointments, and conferences.
3. Maintains a high level of understanding of the mission and goals of the Office, as well as the substantive issues with which it is concerned.
4. Coordinates the Office's meetings, correspondence, and other contacts with senior officials of the Intelligence Community. Facilitates the Office's unique interagency responsibilities by maintaining extensive familiarity with principal managers and secretaries in non-CIA intelligence elements, displaying sensitivity to considerations of security and protocol.
5. Manages the work flow of the Office, coordinating action responses and follow-up. Often under short deadline, ensures that completed work meets the highest presentational standards and satisfies regulations governing the handling and dissemination of highly sensitive materials.
6. Screens incoming reports and messages, exercising independent judgment on substantive as well as administrative procedural matters. Maintains complete and accurate files of widely varied subject matter -- a particularly complex task in a small office with broad substantive responsibilities.
7. Oversees the Office's diverse contacts with senior representatives of the executive and legislative branches, academic institutions, and research institutes. Exercises tact, discretion, and sound judgment in handling the Office's exceptional level of contacts with nongovernmental scholars and specialists.
8. Originates memoranda and reports on recurring administrative and support topics; drafts memoranda on substantive issues for NIO review.

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9. Acts on behalf of the NIO for NIC/Agency administrative matters. Within clearly defined guidelines, represents the manager's substantive views and policies to other Community and US Government officials.

10. Manages and monitors the production of National Intelligence Estimates: originates and distributes correspondence to officers and components of the Intelligence Community; edits, controls, and distributes draft Estimates; serves as focal point for NFIB representatives in the preparation of Estimates; schedules coordination meetings and makes logistical/security arrangements; serves as liaison to Agency production and printing offices; maintains historical files.

Secondary Duties

1. Organizes and maintains Office files and records and conducts document inventories.

2. Tracks NIO, A/NIO, and secretary leave plans to ensure Office is adequately manned.

3. Arranges local-area transportation for NIO and Assistant NIO.

4. Monitors the DCI's daily calendar to reconcile NIO planned meetings with DCI (NFIB meetings, DCI staff meeting, etc.).

5. Responsible for complete and thorough knowledge of various ADP systems; ability to telecommunicate between systems and ability to convert information from one system to another.

6. Initiates memoranda for approval of travel, travel orders, cover documentation, ensures appropriate security and medical clearances remain up-to-date, obtains transportation reservations through Travel Branch, schedules exit travel briefings, and prepares travel accountings.

7. Performs background research and prepares weekly reports on a required and ad hoc basis for the DCI and NIC Production Officer.

8. Provides support to other NIOs and Assistants on a priority basis when their secretary is unavailable.

9. Chairs Secretarial Committee on NIC File Management and also serves on other secretarial committees as requested.

Position Enhancement

1. The new incumbent of the position will gradually assume greater responsibility for researching and drafting short substantive memoranda, assembling background material, and summarizing key data for longer projects.

2. The incumbent will also assist in handling SAFE material, both for screening daily traffic and for researching selected projects.

3. The executive secretary will assume initial review responsibilities for graphics, charts, and other illustrations for finished publications.